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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Deputy Director of Training (General)

SUBJECT: TR(G) Weekly Summary Report

DATE: 8 August 1952

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1. The new CIA Presentations Program consisting of high-level presentations by top men of the various Offices of the Agency to a select audience composed primarily of division and branch chiefs was launched on Wednesday, 6 August, with Colonel Sheffield Edwards, Assistant Deputy (Administration) for Security as the first speaker.

2. The current course of the CIA Intelligence School has completed its fourth week. Guest speakers for the week were [redacted] who talked on the Psychological Strategy Board and intelligence support for its mission, and [redacted] substituting for Mr. Kirkpatrick, who spoke on the activities directed by the DD/P.

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3. CIA Regulation [ ] re Agency briefing of outgoing Service Attaches has been revised, coordinated and approved by AD/IC, and forwarded to Organization and Methods for promulgation.

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4. A request to obtain bibliographies, texts, and other teaching aids on elementary and intermediate Chinese language courses from selected universities has been submitted to the Contacts Division, OO. The materials are to be available to the Office of Training by 1 September.

5. It has been recommended by this Office that 10,000 copies of YOUR PERSONNEL EVALUATION REPORT, an instructional guide in the use of the Personnel Evaluation Report, be reproduced in leaflet form, and that 1,000 copies be mimeographed for immediate use in getting the training program for the Personnel Evaluation Report underway.

6. A combined total of 123 students is presently enrolled in introductory and self-study courses in the Language Training Center. The Laboratory was used for a total of 335 student hours during the week.

7. Tape recordings are being made in Advanced Portuguese and Advanced Turkish in preparation of the fall self-study course. Material is being prepared for tape recordings in Beginning Roumanian.

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8. As of 6 August 1952, 442 CIA personnel are enrolled in training courses sponsored by the Office of Training (General). ✓



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